

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE:	August 13, 2003
POSITION:	GENERALIST (Records)
LOCATION:	300 Quarropas Street White Plains, New York
CLASS LEVEL:	Up to CL-24
SALARY:	Up to \$37,570 (Depending on Qualifications)
CLOSING DATE:	OPEN UNTIL FILLED
VACANCY NO.:	03-26

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY

DUTIES AND RESPONSIBILITIES: The Generalist (Records) is responsible for managing all aspects of the File/Intake Room in White Plains, including accepting documents for filing, retrieving files for both the Court and the public, preparing files for appeal purposes, and managing the mail room. Occasional lifting and moving of heavy boxes and files may be required. In addition, the Generalist will be trained and will work in other areas of the Clerk's Office as needed. The position involves heavy public contact and requires candidates with flexibility, reliability, good public relations skills, and good record keeping skills.

REQUIRED QUALIFICATIONS: Minimum qualifications for this position are, high school graduation, or equivalent, and two years of general experience. To qualify for the full range CL-24 level, an additional two years of specialized experience is required. **Computer literacy, typing ability, data entry skills and word processing skills (especially WordPerfect 6 or higher) are highly desirable qualifications.**

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: Progressively responsible experience requiring the regular and recurring application of case management procedures involving the selective use of computer skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulation, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

EDUCATIONAL SUBSTITUTION: College education may be substituted for general experience.

APPLICATION PROCEDURE: To be considered for this position please submit a resume detailing your education and work experience, and a cover letter. The cover letter should indicate the position that you are applying for, and identify how your education and/or experience relate to the duties and responsibilities of the position. Resumes without the cover letter addressing the qualifications will not be considered.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

***U.S. DISTRICT COURT
500 PEARL STREET
NEW YORK, NEW YORK 10007
ATTN: PERSONNEL, ROOM 310***

THE SUCCESSFUL CANDIDATE FOR THIS POSITION IS SUBJECT TO A BACKGROUND CHECK

APPLICANTS MUST BE UNITED STATES CITIZENS